



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

BH/DID PROGRAM SUPERVISOR

Job Number: 20001133

Job Code: 62430V131016

Job Group: 6200 - HUMAN SERVICES

Job Established: 06/16/1982

Job Revised: 10/16/2013

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises professional and nonprofessional employees in the administration of a specific social work program in a behavioral health/ developmental and intellectual disability (BH/DID) facility; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of professional experience in social work in a behavioral health/developmental and intellectual disability treatment setting or counseling in a behavioral health/developmental and intellectual disability treatment setting.

Substitute EDUCATION for EXPERIENCE:

A master's degree in social work, sociology or psychology will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Arranges social work program coverage, monitors caseload fluctuations, implements departmental and facility policies, interviews prospective employees, plans in service training, evaluates subordinates, and orients new employees. Participates on hospital committees as chairperson or member. Provides consultative services to staff. Provides back up coverage for subordinates. Reviews and evaluates patient histories and progress notes for accuracy, clarity and compliance with policies and regulations. Writes analytical reports as needed. Maintains responsibility for investigating and coordinating resources of patients who receive social security, supplemental security income, black lung or other benefits. Applies for benefits for all referred clients and ensures finances are in order for placement outside the facility. Participates in contingency planning for emergency response. Assesses unit needs for materials and supplies. Assesses need for physical modifications and/or repairs based on safety, therapeutic and other standards.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

This position typically requires working in an institution or facility with individuals who may have mental illness, mental retardation, developmental disabilities, etc.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.